POLICY ON AUDITING MODULES

April 2021

1. RATIONALE

1.1. Students audit modules out of interest, self-development, self-enrichment, and to broaden their learning. Auditing a module allows students to attend a module in two modes:

(i) Without earning a mark, letter grade or credits, i.e. attendance only. Such audited modules do not fulfil degree requirements, and academic credits may not be obtained for audited modules.

(ii) Taking a full role, *qua* student, in an audited module, including, but not limited to, class participation, submitting assignments, being graded according to the scale of marking being used, and earning credits as would a fully registered student of the module, having matriculated and completed the full requirements of the module.

2. AVAILABILITY

2.1 Auditing is subject to timetable constraints and is permitted only where this is compatible with the student's required module commitments; the timetable will not be amended to take into account requests to audit modules. When scheduling rooms for teaching, allowances are not made for auditing students; hence, if a room is over capacity at the start of a session, students registered on the module on a credit-awarding basis are given priority and those auditing the module may be asked or required to leave.

2.2 Auditing students are excluded from the calculations of minimum numbers required to open a module.

2.3 Modules that involve placements, internship, or fieldwork are not normally available for audit. Modules that involve work in laboratories, or require specialist equipment, facilities or study visits are not normally available for auditing, although in some instances it may be possible, at the discretion of the Module Coordinator/teacher. The Module Coordinator must be consulted about this, and he/she has the final decision.

2.4 The number of auditing students in any module is informed by issues of class size.

3. ELIGIBILITY

3.1 Students who are registered for award-bearing programmes in the University, including exchange students, are eligible to audit the University's modules.

3.2 Visiting students, other than exchange students, are not eligible to audit modules unless they register as members of the public.

3.3 Other applicants, e.g. those who are not members of the University, including members of the public, can be considered for eligibility, subject to the approval of the Module Coordinator, and, where appropriate, the Dean or his/her nominee.

3.4 Students on leave of absence, those who have suspended their registration, and/or those who have defaulted on attendance in other modules are not eligible to audit modules.

3.5   Applicants who have legal status to be in Macau.

4.   APPLICATION TO AUDIT MODULES

4.1   Applicants are advised to seek academic advice before auditing a module, and are required to know the class expectations or requirements for a successful audit of the module, before registration.

4.2   Students who audit a module must ensure that this does not interfere with their study of modules which count towards their degree, which latter take priority.

4.3   Applicants wishing to audit a module must apply in writing to the Module Coordinator on the University's application pro-forma and must receive the written approval on the University's pro-forma from the Module Coordinator and Dean before the audit module commences. The Module Coordinator's and Deans' decisions are final on whether or not to grant permission to the Applicant.

4.4   After receiving the necessary approvals and information, applicants must then formally register for the audit module with the Academic Affairs Office, before the module commences.

4.5   Applicants wishing to audit a module must apply before the closing date for applications to that module. Any applications received after that date will not normally be considered.

4.6   Applicants who wish to audit in mode (1.1(ii)) above must meet the matriculation requirements for the degree in which the module appears.

4.7   A Module Coordinator may decline an applicant's request to audit a module if he/she has a legitimate concern that the learning experience of other students enrolled on the module on a credit-awarding basis may be adversely affected as a result of the auditing. Similarly, a Module Coordinator may require an auditing member to leave a module at any point if she/he has legitimate concerns that the presence of the auditing member is creating an adverse learning experience for students enrolled on the module on a credit-awarding basis.

4.8   Fees for auditing a module are published by USJ, and must be paid in advance of the commencement of the module.

4.9   An auditing member may cease to attend that module at any point in the module and must inform the Module Coordinator in writing of his/her decision.

4.10 Fees are not normally refundable.

5.   REQUIREMENTS, CONSTRAINTS AND LIMITATIONS

5.1   Students may audit a maximum of 22 credits per semester.

5.2   In the case of mode (1.1(i)) above, auditing members may not submit materials for assessment, including, but not limited to, assignments, projects, examinations, quizzes, presentations or tests. If an element of coursework is necessary for week to week progression of a module, auditing students are expected to undertake this, although it will not be marked, assessed or counted towards any assessment. Hence, where weekly assessed work is an integral part of a module, it may not be appropriate for students to audit such modules. The Module Coordinator has the final decision on this.

5.3 In the case of mode (1.1(ii)) above, auditing members must fulfil all the requirements of the module that apply to students of the module, including, but not limited to, submitting materials for assessment, assignments, projects, examinations, quizzes, presentations, tests, element of coursework and readings necessary for week-to-week progression of a module. Assessed work will be marked, assessed and counted towards any assessment.

5.4 Auditing members in mode (1.1(i)) above may participate in class discussions, but are not permitted to take part in group work which leads to assessment for credit-bearing students, may not attend tutorials, workshops or presentations, except with the express permission of the Module Convenor, and cannot convert an audited module into a module that is credit-bearing towards a degree. Such a member's decision to audit a module or modules will not be accepted as grounds for special consideration in respect of work on credit-bearing modules, and no credits are awarded for audited modules for this category of member of the module.

5.5 Auditing members in mode (1.1(ii)) above may participate in class discussions, take part in group work which leads to assessment for credit-bearing students, attend tutorials, workshops or presentations, and, upon successful completion of, and passing, the audited module, are eligible to apply for Recognition for Prior Learning of an audited module for a module that is credit-bearing towards an appropriate-level degree. Credits are awarded for audited modules for this category of member of the module.

5.6 Auditing members are subject to the class discipline requirements of the University.

5.7 Part-time students cannot change their registration status by auditing modules.

6. CERTIFICATION

6.1 Auditing members in mode (1.1(i)) above who meet attendance requirements for the module will be issued with a Certificate of Attendance on the audited module.

6.2 Auditing members in mode (1.1(ii)) above who meet attendance requirements for the module will be issued with a Certificate indicating successful completion of the audited module.

6.3 A student of USJ who audits a module under mode (1.1(ii)) above and who is registered for a USJ degree at the same level, will have the grade awarded for the module entered onto their transcript. For a student who is registered for a USJ degree and who has audited a module under mode (1.1(ii)) above at a different USJ degree level, the grade awarded will not appear on their transcript, and a Certificate indicating successful completion of the audited module will be issued.

7. POLICY RESPONSIBILITY

7.1 Overall responsibility for oversight and implementation of this policy, its uptake and impact on practice in the University, its evaluation, monitoring, review and amendment, reside at all levels of the University, operating through: (a) the Rector and Vice-rectors; (b) the Executive Council and the Senate; (c) Deans and Heads of Schools/Departments/Institutes; (d) Programme Coordinators, Module Convenors and course tutors; (e) students. The Executive Council has the final decision on this policy.

7.2 All parties must ensure that the requirements of this policy are applied consistently, fully and correctly, are monitored and reviewed, and that changes are made where appropriate as a consequence of such review.

7.3 This policy should be read in conjunction with the University's policies, Academic and Regulations for, and Terms of Reference for: Admissions, Senate, and Executive Council.

7.4 This policy is subject to ongoing review and amendment as appropriate.

7.5 Amendments to this policy are made by the Executive Council in response to advice and recommendations from the Senate.

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